

Record all expenses on this form, grouped by budget category. Copy this form and use a separate sheet for each category. Then transfer the totals for each category to the Reimbursement Claim Summary (Form 8700-253).

Grantee/Applicant Name	Project Number
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Date of Check	Check Number	Voucher Number	Payee	Description of Expenditure	Amount
				TOTAL EXPENDITURES FOR THIS BUDGET CATEGORY	